FULBRIGHT

**Fulbright U.S. Scholar Program
Application Instructions (2024-2025)**

Application: https://apply.iie.org/fusc2024

Application Deadline: September 15, 2023 (11:59 p.m. PST)
Recommendation Letter/Language Evaluation Deadline: September 18, 2023 (9:00 a.m. PST)
Invitation Letter Deadline: September 28, 2023 (11:59 p.m. PST)

**This is a supplement to the instructions in the application.
Read all instructions carefully before submitting your application.**

Applicants may only apply for **one** award in the 2024-2025 competition.

General Information About the Application

The application is supported by most browsers. We highly recommend that you use a current version of Google Chrome, which supports Windows, Mac, and Linux platforms.

Prior to starting an application, please complete the following steps:

Step 1: Review the requirements for submitting an application

- Eligibility
- Award description
- Application guidelines

Step 2: Record your username and password in a safe place

Your email address is your username. When you create your account for your application, record your password in a secure place. If necessary, you can reset your password by clicking *Forgot Your Password* on the log-in page.

Step 3: Complete the application

You do not need to complete this application in one sitting or session. You can re-enter at any time to edit your application. However, once you SUBMIT your application, you CANNOT make changes to it.

To complete your application correctly, please read all instructions and answer all questions completely and carefully.

Additional tips:

- Do: Have these instructions and the award description available for reference.
- Do: Use proper capitalization and proofread. Avoid using all capital letters (e.g., FULBRIGHT) and/or all lowercase (e.g., fulbright); correct use/spelling: Fulbright.
- Do: Prepare answers to longer questions ahead; you can copy and paste responses into all text boxes.
- Do: Prepare required documents and save them in PDF format. This helps to preserve any formatting and special characters in your uploaded documents.
- Do: Answer all questions. Questions that are required are marked with an asterisk (*).
- You will not be able to submit your application until all required items are complete.
- Do Not: Use special characters in text boxes, such as letters with accent marks.
- Do Not: Have the application open in multiple tabs in the same browser.

Step 4: Submit the application

Once you have entered all required information, including recommenders (and foreign language evaluators, if needed), review your application for errors.

When all information is correct and complete, submit your application.

Once you submit, you CANNOT make changes to your application.

Accessing the Application

- Application link: https://apply.iie.org/fusc2024
  Note: You may only apply to one award per application cycle (e.g., 2024-25 competition).

- *If you started an application and/or applied already* (e.g., 2020-21, 2021-22, 2022-23, and/or 2023-24), then you already have an application account.
  - Do NOT create a new account. You just need to login and create a new application.
  - Jump ahead to *Returning Users* (next page) and follow the instructions there.

New Users: Creating Your Application Account

Follow these steps if you have **not** started an application and/or applied for the 2020-21, 2021-22, 2022-23, or 2024-25 competition(s).

- Start with this link: https://apply.iie.org/fusc2024

Application Management

Returning users:

Log in to continue an application.

First-time users:

Create an account to start a new application.

- First-time users: click *Create an account* and follow the next steps to register.
  - Enter your email address, first name, last name, and your date of birth (Month-Day-Year) from the dropdown menus.
    Note: Use an email address that you use regularly and will be able to access for at least one year after submitting your application. This is the email address you will use to log in to your application account, and the address to which updates and notifications will be sent.
  - **Your name must be entered exactly the way it appears (or will appear) on your passport.**

Register

To register for an account, please enter the information requested below.

Email Address	
First Name	
Last Name	
Birthdate	▼ ▼ ▼

Continue

  - Click *Continue*.
  - You will receive an email from IIE (apply@iie.org) with the subject, "Application Registration", confirming you have created an account. The email will include a link to

the application and a temporary PIN.

- Open the link provided in the email: click "Access Account". Then, enter the temporary PIN from the email.
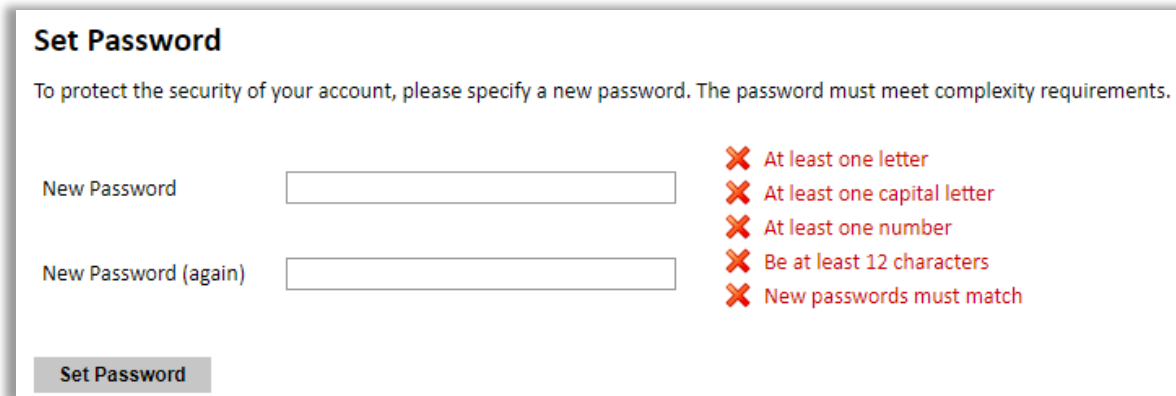
Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email
Account
Temporary PIN
Birthdate

Login

- Next, create your secure password to complete your login. Make a note of your password for future reference.

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

✗ At least one letter
✗ At least one capital letter
✗ At least one number
✗ Be at least 12 characters
✗ New passwords must match

Set Password

Returning Users (including reapplicants)

If you started an application and/or if you applied for the 2020-21, 2021-22, 2022-23, or 2023-24 competition(s) and are reapplying for the 2023-2024 competition.

- Use this link: https://apply.iie.org/fusc2024

  - Please DO NOT create (another) application account to start a new application. This will actually make things more confusing: we have found it can be challenging to distinguish between accounts.

- Click *Log in to continue an application* and proceed to log in.

Application Management

Returning users:

Log in to continue an application. ⟵

First-time users:

Create an account to start a new application.

- Forgot your password? Click *Forgot Your Password?* and then enter your email address and birthdate and click *Reset Password*. You will receive an email from IIE (apply@iie.org) with the subject, "Password Reset". Then, follow the instructions in the

email and then create a new password.

- If your password expired, you will be prompted to enter your email address and birthdate. You will receive an email from IIE (apply@iie.org) with the subject, "Password Reset". Then, follow the instructions in the email, including entering your PIN and birthdate. You will likely need to create a new password.

Notes:

- If your email address has changed, you can email Scholars@iie.org and we can change your email address in the application system for you.

- If you have multiple email addresses and are not sure which one you used for your previous application, you can email Scholars@iie.org and we can check for you. (You can also try logging in, the system should let you know if that email address is not recognized.)

- Please DO NOT create a new application account with your new/other address.

  - Why not just create a new account? First, to minimize confusion trying to differentiate between accounts. Second, by using the same account for your application, some of the fields from your prior application can be filled in automatically in your new application – just be sure to check them over in case any details have changed.

- If you applied for the 2019-20 competition (in 2018) or earlier, you need to create a new application account using the New User instructions on the prior page.

Creating Your Application

Now that you have your application account, you can start your application!

- Use the application link to log in (https://apply.iie.org/fusc2024)

- Then, click *Start New Application*

- A pop-up with *Fulbright U.S. Scholar Program 2024-2025* should appear, click *Create Application*. (The image on the next page shows someone with prior applications; if you have not applied previously, you will only see the 2024-25 application.)

Application Management

Start New Application   ✕

Application

    Fulbright U.S. Scholar Program 2024-2025

Your Applications

Type		Submitted
You have started 3 applications using this a		
Fulbright Amazonia 2023-2024		09/13/2022
Fulbright U.S. Scholar Program 2021-2022		06/11/2020
Fulbright U.S. Scholar Program 2020-2021		07/02/2019

Create Application   Cancel

- Your application has been created! Click *Open Application*.

Application Management

Your Applications

Type	Status	Started	Submitted
You have started 4 applications using this account.			
Fulbright U.S. Scholar Program 2024-2025	In Progress	02/21/2023	
Fulbright Amazonia 2023-2024			09/13/2022
Fulbright U.S. Scholar Program 2021-2022			06/11/2020
Fulbright U.S. Scholar Program 2020-2021 Applica			07/02/2019

Application Details   Prev Next ✕

Started	02/21/2023
Status	In Progress
	Application
	Fulbright U.S. Scholar Program 2024-2025

Open Application   Cancel

- Now you can open your application and begin filling out the form.
- You do not need to complete your application in one sitting – the next page outlines how to return to your application.
- **You will also receive an email confirming you started your application**, from Fulbright U.S. Scholar Program (scholars@iie.org) subject: "Fulbright U.S. Scholar Program Application Started".

  Note: Save this email! This has the link to your application, the deadlines, and links with resources to help you prepare your application. (Feel free to bookmark the application page.)

Completing and Managing Your Application

HOW TO RETURN TO YOUR APPLICATION

- Open the application. Now, you are a "*Returning User*". Make sure you have your application open in only one tab (do not have it open in multiple tabs or windows in the same browser).

- Under "**Returning Users**", click *Log in* and enter your email address and password.

  - If you do not remember your password, click *Forgot your password?* and follow the resulting instructions. (You may receive an email with a new PIN; follow the instructions in the email to set a new password.)

- Once you are logged in, you will see the *Home* page; the top of the page will show *Application Management*

- Click *Fulbright U.S. Scholar Program 2024-2025* to open your application: to update it (if not yet submitted); view it (if submitted); or view the status (if submitted).

HOW TO EDIT YOUR APPLICATION – PRIOR TO SUBMISSION

- You may log in at any time to review and edit your application form, upload documents, and enter recommender information.

- To save your application, click *Save and Continue* at the bottom of the page.

- Then, close your browser window/tab page.

  Note: The application will automatically log you out after 60 minutes of inactivity, so it is best to save your application frequently (click *Save and Continue* and proceed to the next page or return to the page you were working on).

HOW TO VIEW YOUR APPLICATION – AFTER SUBMISSION

- After submitting, you can view and save a PDF of your application; on the application status page, click *Preview Application PDF* to open and save a copy of your application.

  Note: After you SUBMIT your application, you CANNOT make any changes to it.

  Exceptions: You can check the status of your recommendations (and foreign language evaluations, if applicable) and manage your recommenders (see next page).

LETTERS OF RECOMMENDATION AND FOREIGN LANGUAGE EVALUATIONS

Recommendation Letter and Evaluation Deadline: **September 18, 2023 (9:00 a.m. PST)**

- Letters of recommendation (and foreign language evaluations, if applicable) will be submitted directly to your application by the recommenders/evaluators you registered in the application.

- You can submit your application before your letters of recommendation and language evaluations have been submitted. You will still be able to monitor their receipt after you have submitted your application.

- If your recommender is unavailable, you will have the option to exclude the recommender and add an alternative after you submit the application.

The following pages in this document supplement the instructions in the application and cover the questions most frequently asked by applicants. Should you have any questions, please contact Scholars@iie.org

Please read the instructions in the application carefully.

Reminder: Do not open the application in multiple tabs or windows in the same browser.

Navigating the Application

These instructions are organized by page in the application, and they follow the order of the application. All application pages are outlined in this document.

Note: Initially, you will only see three pages in your application: *Home*, *Welcome*, and *Program Eligibility*.

You will need to proceed through these pages, after which the *Program Type and Country and Award Selection* pages will appear. Then, the rest of the application will be accessible. You may find a later section is not available until a preceding section is completed and we have noted these in the instructions.

Application Page: Home (Application Management)

The *Home* page is where you open your application. It is labeled **Application Management**. (If applicable, your prior application(s) will also appear here.)

- Click *Fulbright U.S. Scholar Program 2024-2025* and then click *Open Application*

Application Page: Welcome

The *Welcome* page contains information about the program and application, deadlines, and instructions.

After reviewing, click *Save and Continue* to and advance to the next page.

Application Page: Program Eligibility

Complete these questions regarding essential program eligibility criteria. (See Eligibility)

All questions must be answered to proceed.

- **U.S. citizenship**

  Note: Applicants must be U.S. citizens at the time of application for the Fulbright U.S. Scholar Program.

  - If you are not a U.S. citizen, including if you are a Green Card/permanent resident, you are not eligible to apply to the U.S. Scholar Program. Instead, see the Fulbright Visiting Scholar Program.

- **Residence Abroad**

  Note: Candidates who have resided abroad for five or more consecutive years in the six-year period preceding the application deadline are ineligible.

  Per program policy, a period of nine months or more during a calendar year is considered to constitute a full year abroad. Duty abroad in the Armed Forces of the United States is not considered experience abroad for this question.

- **Prior Fulbright U.S. Scholar grant**

  Note: Recipients of a Fulbright Scholar grant are eligible to apply for another Fulbright Scholar grant *two years after the date of completion of the previous grant*. For the 2024-25 program, this means your grant must have ended by September 15, 2021. (For Flex grants, the two-year period begins at the end of the final grant in the series.)

Previous Fulbright Scholar Grants

Recipients of a **Fulbright Scholar** grant are eligible to apply for another Fulbright Scholar grant two years after the date of completion of the previous grant. (For Flex grants, the two-year period begins at the end of the final grant in the series.)

This two-year waiting period is not applicable to the Fulbright Specialist Program nor the Fulbright Student Program.

Have you **completed or undertaken** a Fulbright Scholar grant within the past two years? *

- **Data Privacy**

Data Privacy Consent for Applicants & Participants of IIE-Managed Programs

IIE values your privacy, and we encourage you to read our Program Privacy Statement that is located on the privacy page on IIE's website.

As this notice is intended for all applicants and participants of IIE-managed programs, the Program Privacy Statement outlines how IIE handles your data and includes the types of data we process, why we process it and with whom we share it.

Please note that IIE may be required to process data that is generally considered to be sensitive. IIE only processes this information when it is necessary to execute the management of your application or program. Please review the "What Types of Sensitive Personal Data Do We Process?" section of the Program Privacy Statement for more details.

I have read IIE's Program Privacy Statement and give consent for IIE to process my data. *

Save and Continue
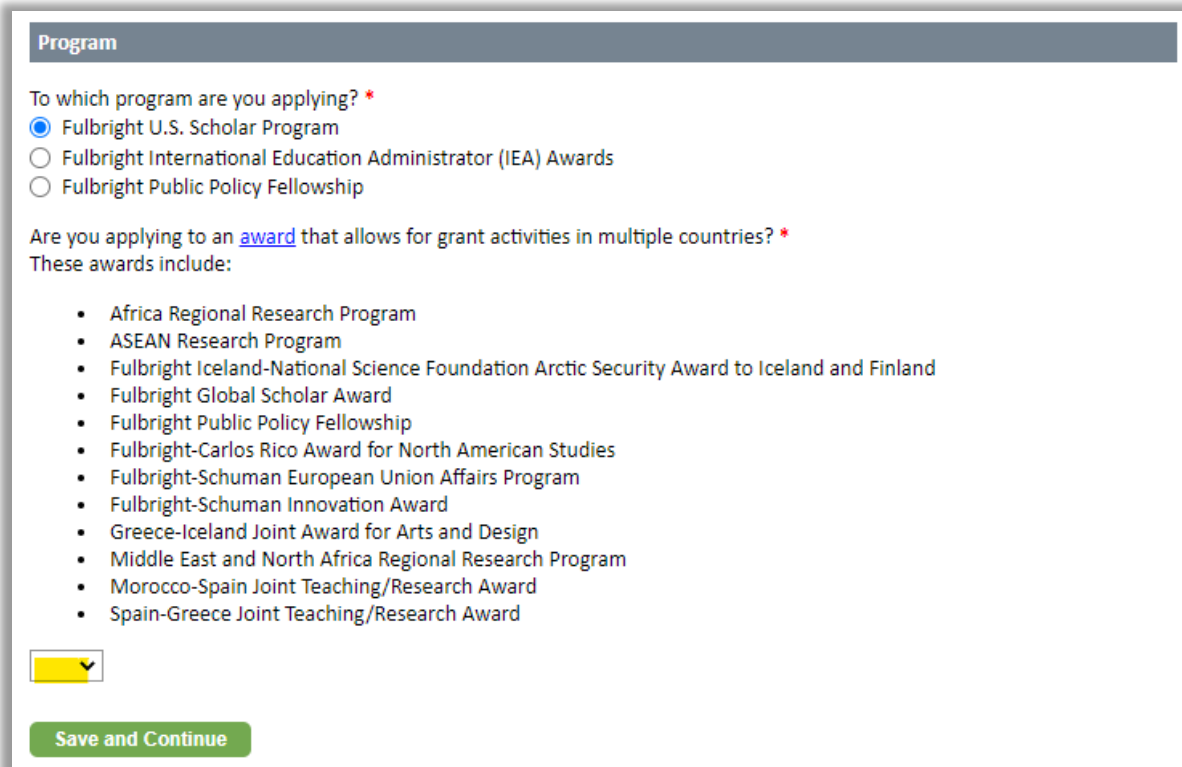
Click *Save and Continue* to save your responses and advance to the next page.

Application Page: Program Type

Select the program to which you are applying. If needed, you can return to this page to change the program type. (You cannot change this after you submit your application.)

- When you click *Fulbright U.S. Scholar Program*, you will be asked if you are applying to an award that allows you to undertake your grant activities in multiple countries.

- *No*: The award is for a single country (e.g., Italy <u>or</u> Senegal)

- *Yes*: The award is among the multi-country awards.

  - Several multi-country awards allow you to go to one, two, or three countries, such as the Africa Regional Research Program. For these awards, you should still choose "yes" even if you only propose one country for your project.

Click *Save and Continue* to save your responses and advance to the next page.

Application Page: Country & Award

The *Country & Award Selection* page will appear now. (You may see warnings in red text to select the country and award, these should disappear once you select the country and award.)

If you are applying to a single country:

- Select your host country. The award dropdown list will then show the awards offered.

- Select your award. The page will then show key details about the award, including a link to the award description for reference.

  - Is your award not listed? Check here to see if it is a multi-country award. (If yes, go back to the *Program Type* page, change your answer to "yes", then return here.)

Program Selection

Selected Program: Fulbright U.S. Scholar Program
Multicountry Award: No

Country Selection

Selected Country: * ⌄

Award Selection

Selected Award: * ⌄

If you are applying to a multi-country award:

- Select your award.

  - Is your award not listed? Check here to see if it is a not multi-country award.

Program Selection

Selected Program: Fulbright U.S. Scholar Program
Multicountry Award: Yes

Award Selection

Selected Award: * ⌄

- Then, use the dropdown lists to select the host countries (or country) for your project.

Country Selection - Multi-Country Award

Select the country or countries you propose to visit for your Fulbright project. Consult the award description to confirm the country is eligible and the number of countries is appropriate.

Selected Country 1: *	⌄
Selected Country 2: *	⌄

Click *Save and Continue* to save your responses and advance to the next page.

Changing Awards

You <u>can</u> change awards while your application is in progress. You cannot change awards <u>after</u> you submit your application.

Reminder: Applicants may only apply for one award in the 2024-2025 competition.

Note: Pay attention to the award parameters (activity, start date, award length, etc.) and requirements. Depending on how much of your application was completed before changing awards, you may need to update some responses and materials to match the new award.

Example: your original award was for Teaching/Research, starting in September for 9 months, but the new award is for Research, still starting in September, but for 5 months.

Application pages that may be impacted: Award Details, Language Skills, Essays & Uploads.

Same country, different award

- Return to this *Country & Award Selection* page.

- Select the new award from the dropdown list.

- New country: De-select the award so the field is blank, then select the new country, then select the new award from the dropdown list.

Different country

- Return to this *Country & Award Selection* page.

- De-select the award so the award field is blank.

- Select the new country from the dropdown list.

- Select the new award from the dropdown list.

Single-country award to a multi-country award (or the reverse)

- Return to this *Country & Award Selection* page.

- De-select the award so the award field is blank.

- De-select the country so the country field is blank.

- Go to the *Program Type* page to change your response to the multi-country award question.

- Continue to the *Country & Award Selection* page and select the new country and award.

Application Page: Award Details

Now, the full* application appears, starting with the *Award Details*.

*Note: While you can jump between pages, some sections will only appear once the award activity and project discipline are selected.

Enter information about your proposed project. Carefully review the award for any additional guidance or requirements.

- **Award Activity**

  You must select your award activity, even if there is only one option.

  ➤ If you select *Teaching/Research*, you will be prompted to enter the percent of time you propose to spend on each activity. Consult the award description to determine if the award specifies the percentages. If it specifies the percentages (or approximate teaching load), select the corresponding percentages. If it does not specify this, then select the percentages appropriate for your project. Regardless, ensure your proposed project reflects this plan.

- **Proposed Award Period**

  - Select your proposed award start date (month and year)

  - Select your proposed award length.

  - If the award offers Flex, indicate if you proposing Flex. If yes, indicate the number of segments.

    Note: If you propose Flex, then your award length will be the total time (duration) of

all segments and does not include time between segments.

- **Proposed Host Institution**

  - Consult the [award description](#) for host institution requirements, if any.

  - To enter your proposed host institution, begin typing the name of the institution in the text box; as you type, a list will appear.

  - Many colleges and universities outside the U.S. are in this list. If the list is long, you may see "Continued" at the bottom; click it to open a pop-up window with the full list.

  - When you locate the institution, clicking its name should close the window and the name should appear in the text box.

    - ➤ If your host institution is not listed, check for alternate spellings (e.g., Saint Rose, St. Rose, St Rose). If it still is not found, then continue typing the full name of the institution in the text box.

    - ➤ Alternatively, you can search by the city (e.g., Yaounde).

  Notes:

  - If an institution is named in the award title, enter that institution's name.

  - If you have selected a multi-country award and/or you are proposing multiple host institutions, list the first proposed host in the *Proposed Institution* box (you can list the other(s) in *Additional Comments*).

  - If the award requires you to rank your institutional preferences, list your first preference in the *Proposed Institution* box and any additional institution(s) in *Additional Comments*.

- **Proposed Award Calendar**

  This section will only appear if:

  - ➤ The award offers Flex and you indicated "yes" to Flex in the *Proposed Award Period* section above,

    AND/OR

  - ➤ The award is a multi-country award.

  (In all other situations, this section should not appear.)

  Enter your proposed travel plans by adding a segment for each visit. For each visit, you will enter the proposed start date, length (in months), host institution, country, and any additional comments.

  - Consult the [award description](#) for trip parameters.

  - Indicate whether you are proposing Flex.

- **Project Discipline**

  - Select the most appropriate discipline and specialization for your project from the dropdown menus.

    - ➤ If your discipline or specialization does not appear, check this [indexed, searchable](#)

list containing all the disciplines and specializations available in the application.

- Other Specializations: Enter additional details regarding the discipline(s) and specialization(s) for your project.

  ➢ If your project is multi-disciplinary or interdisciplinary, describe this further here, including the other discipline(s)/specialization(s) represented.

- All complete and eligible applications will undergo discipline peer review; the discipline and specialization information provided will be used in part to inform the committee assignment.

- **Medical Sciences**

  In the *Project Discipline* section, if you selected the medical sciences or a related discipline, indicate whether your project will involve activities in which a license to practice is required, and if your project may involve clinical training and/or patient care.

  Note: Applicants may propose affiliation with a hospital or clinic for independent or collaborative research and/or teaching. **Grants shall not authorize activity for which a license to practice medicine or nursing is required.**

- **Portfolio**

  In the *Project Discipline* section, if you selected one of the disciplines listed below for your project, you will indicate here whether you will upload portfolio materials to your application.

  If your project is in one of these disciplines but this section does not appear, please return to the *Project Discipline* section to review what was selected.

➢ Architecture	➢ Design	➢ Fine Arts
➢ Arts	➢ Drama/Theater Arts	➢ Journalism
➢ Culinary Arts	➢ Fashion	➢ Music
➢ Dance	➢ Film/Cinema Studies	

  ➢ Writing (Creative Writing)
     o Select *Discipline*: Literature and *Specialization*: Creative Writing
       OR
       Discipline: Writing and *Specialization*: Writing
       (Either of these may be selected.)

  Note: Applicants proposing translation projects should not submit a portfolio. Other fields that do not submit a portfolio: Art History, Communications, Museum Studies, Music Studies.

- If 'Yes': You will be directed to upload your materials on a new page, which will appear after you *Save and Continue,* and will be located after the *Essays & Uploads* page.

  o Materials must be uploaded to your application. Providing link(s) to a website with your materials is not accepted.

- If 'No': Provide a brief explanation why materials will not be uploaded. Providing link(s) to a website is not an accepted alternative.

- More information on these requirements.

- **Project Title and Abstract**
  - Title: 100-character limit (includes spaces and punctuation)
  - Abstract: 700-character limit (includes spaces and punctuation)
  - Please remove any extra lines/spaces to ensure text appears single-spaced, not double-spaced

- **Ethical Requirements**
  - This information is for your reference.

Click *Save and Continue* to save your responses and advance to the next page.

Application Page: Recommendations and Language Evaluators

Register your recommenders, and foreign language evaluator(s) (if needed). This will send them an automated email requesting they provide their letter or evaluation.

- You are responsible for contacting your recommenders/evaluator about your request for letters/evaluation prior to registering them in the application.
- You are also responsible for ensuring the recommendations are submitted to the application by the application: **September 18, 2023 (9:00 a.m. PST)**. Please inform your recommenders of this deadline.
- Letters of recommendation (and foreign language evaluations, if needed) will be submitted directly to your application by the recommenders/evaluators you registered in the application. Letters submitted outside the online system will not be accepted.
- <u>You may submit your application before your letters of recommendation and language evaluations have been submitted</u>. You will still be able to monitor their receipt after you have submitted your application.
- Instructions you can share with your recommenders and evaluators are available [here](#).

Recommendations

- All applications require **<u>two</u>** recommendations. Additional recommendations will **not** be accepted.
- If you register more than two recommenders, the application will prevent you from submitting your application.
- Guidance on recommendations, including who may serve as a recommender, is available [here](#).
  - Anyone who provides a Letter of Invitation for your application cannot also provide a recommendation letter for your application.

Foreign Language Evaluator(s)

Proficiency in language(s) other than English is necessary for some, but not all awards. The award description indicates to what extent foreign language proficiency may be needed. *This is for languages other than English*.

- If needed, register your foreign language proficiency evaluator(s).
  - A qualified foreign language evaluator should be an instructor in the language or otherwise qualified to evaluate language proficiency.
  - Anyone who serves as a language evaluator for your application cannot also provide a recommendation letter for your application.
  - Anyone who provides a Letter of Invitation for your application cannot also provide a foreign language evaluation letter for your application.
- There is a maximum of two language proficiency evaluators. (Typically, one evaluator per foreign language.)
- Do <u>not</u> use these to add additional letters of recommendation.

Registering your recommenders/evaluators and monitoring the status of receipt
- Recommenders and evaluators must be registered before you submit your application.
- You can track the status of recommendations, send reminders, and add/remove recommenders before and after you submit your application.
- **To register your recommenders/evaluators**:
  - Click *Add Recommender/Evaluator* and complete the pop-up form.
  - Click *Send to Recommender*.
  - This will automatically send them an email with instructions on submitting the online recommendation or completing the foreign language evaluation form.
- **To edit, send reminders, and monitor the status of your letters:**
  - ***Edit***: Use this to edit their information if they have not yet started progress on their response. If they have already started their response, you will not be able to edit their information.
    Exceptions:
    Recommender email addresses cannot be edited. To update their email address, you need to exclude them and re-add them.
    Letter type cannot be edited (recommender/language evaluator). If they were registered under the incorrect letter type, you need to exclude them and re-add them under the correct type.
  - ***Send Reminder***: Click on the recommender/evaluator; on the pop-up, click Send Reminder to send them a reminder to submit.
  - ***Exclude***: Use this to remove the recommender and replace with another individual (or to update their email address).
- Once they submit their letter/evaluation, the status of their letter will change to *Submitted* and you will receive a confirmation email.

Here is what the status looks like when a recommender has been registered (Language

Evaluator), is in progress (Recommender One), and submitted (Recommender Two):

Name	Status	
Add Recommender/Evaluator		
Evaluator, Language	Sent to recommender on April 6	Edit
One, Recommender	In progress as of February 23	Edit
Two, Recommender	Submitted on April 6	Edit

For Recommenders/Foreign Language Evaluators

- Recommenders/Evaluators receive an email from the Fulbright U.S. Scholar Program (scholars@iie.org) inviting them to complete a letter/evaluation.

- Once they submit their letter/evaluation, they will see a confirmation screen in the application system, as well as an email confirming receipt.

Click *Save and Continue* to save your responses and advance to the next page.

Application Page: Language Skills

On the *Language Skills* page, you provide information about your language proficiency, related to your proposed project.

Proficiency in language(s) other than English is necessary for some, but not all awards. The [award description](#) indicates to what extent foreign language proficiency may be needed.

This is for languages other than English.

There are two parts to the language proficiency evaluation: a self-evaluation and an external foreign language evaluation.

The application indicates whether the self-evaluation is needed, and whether a foreign language evaluation is needed.
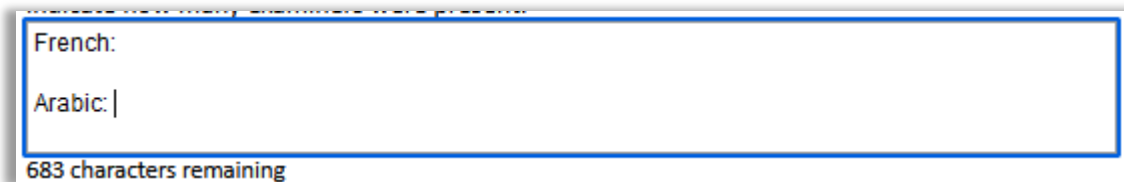
Award Requirement:	What this means in the application:
None, English is sufficient	Self-Evaluation: Optional: You may complete the self-evaluation for language(s) relevant to your proposed project Foreign Language Evaluation: Do not register a Foreign Language evaluator on the Recommendations & Language Evaluators page
None, English is sufficient. However, feasibility of conducting the project must be demonstrated in the project statement	Self-Evaluation: Optional: You may complete the self-evaluation for language(s) relevant to your proposed project Foreign Language Evaluation: Optional: You may register a Foreign Language evaluator(s)on the Recommendations & Language Evaluators page
Recommended	Self-Evaluation: Required: You are required to complete the self-evaluation for language(s) relevant to your proposed project Foreign Language Evaluation: Recommended: You are encouraged to register a Foreign Language evaluator(s) on the Recommendations & Language Evaluators page (waived if native in all three skill areas)
Required	Self-Evaluation: Required: You are required to complete self-evaluation for language(s) relevant to your proposed project Foreign Language Evaluation: Required: You are required to register Foreign Language evaluator(s) on the Recommendations & Language Evaluators page (waived if native in all three skill areas)

Self-Evaluation

- Select the number of languages (other than English) relevant to proposed award activity.

    - **You must select a number.** For awards indicating *English is sufficient*, you have the option to select "0".

- For each, select the language, and indicate your level of competency for each skill.

- Enter your responses to the questions in the text boxes. These are the questions presented in the application:

    - *Language proficiency tests*: Indicate if you have you ever taken a language proficiency test in the language(s) of the host country or countries. If so, describe the nature of the test(s), who administered it, the date taken, and rating(s) received. If an oral interview test, indicate how many examiners were present. (700 characters including spaces and punctuation)

    - *Previous experience in use of language*: Please indicate where your knowledge of the language(s) was gained and under what circumstances you have used them: How many years of formal course work have you taken in the language(s) of stated competence? What equivalents to formal courses do you offer as a basis for your language qualifications? What residence have you had in the areas or countries where the language(s) are used? What recent opportunities have you had for reading and speaking the language(s), including lecturing? (700 characters including spaces and punctuation)

    - *Planned or in progress language study*: Please indicate additional language study in progress or planned. (700 characters including spaces and punctuation)

    Note: If you have selected more than one language, address both in the text box. Example:

External Foreign Language Evaluation

- Register your evaluator(s) on the Recommendations and Language Evaluators page.

- Instructions you can share with your language evaluator(s) are available here.

Click *Save and Continue* to save your responses and advance to the next page.

Application Page: Essays & Uploads

Upload your documents and enter your essay responses. Review the award carefully for any additional guidance or requirements.

Requirements for all uploads are explained online.

- **Project Statement**

  Required for all applicants.

- **Curriculum Vitae/Resumé**

  Required for all applicants.

- **Reference List**

  Required if you selected *Research* or *Teaching/Research* on the *Award Details* page. Not accepted for: Teaching or Professional Project.

  - If this upload does not appear, check the *Award Details* page to make sure the award activity is selected.

- **Syllabi/Course Outlines**

  Required if you selected *Teaching* or *Teaching/Research* on the *Award Details* page. Not accepted for: Research or Professional Project.

  - If this upload does not appear, check the *Award Details* page to make sure the award activity is selected.

- **Essays**

  Required for all applicants. Provide responses to the essay questions in the text boxes provided.

  Character limits include punctuation, spaces, and paragraph breaks.

  Note: You are *strongly encouraged* to draft and save your response outside of the application in case of any technical issues. This also lets you monitor character limits.

  (In recent versions of Microsoft Word, go to the Review tab, then select the text for your essay, then click on Word Count; it is "Characters (with spaces)".)

- **Letter(s) of Invitation**

  - Ensure your letter(s) of invitation follow these requirements.

  - Consult the award description for requirements and any special instructions.

  - You can upload up to three invitation letters. (Alternatively, you can merge your letters into a single file to be uploaded.)

  - **If your award requires an invitation:** If your letter(s) are not submitted by September 28th, your application will become ineligible and will not proceed in the review and selection process.

  - **If your award does not require an invitation:** As a letter is not required, your application will proceed in the review process as-is.

Note: Letter(s) can be uploaded to your application through September 28, 2023. Letters will not be accepted after September 28, 2023.

If your invitation is expected to arrive after the September 15th application deadline, submit your application without the letter on or before September 15th.

You will be able to upload your letter on the application status page, where you will see a message confirming your application was submitted. (See [Submitted](#))

- **If your award indicates an invitation should not be sought:** There will not be a place to upload an invitation.

How to upload your documents

- For each document to be uploaded, click *Choose File,* locate, and select the appropriate file.

> **Project Statement** *
> Please upload a project statement from three (3) to five (5) pages in length. Be sure to preview your document.
> Choose File | No file chosen

- Click *Open.* The file will be uploaded automatically.
- To see if your file(s) were uploaded successfully, continue to the next page and return to the *Uploads & Essays* page, then check the file(s) you uploaded (e.g., Project Statement). The file will appear there with the page count (e.g., 6 page(s)).

> **Project Statement** *
> Please upload a project statement from three (3) to five (5) pages in length. Be sure to preview your document. The following files have been uploaded:
>
> - 03/02/2022 - App Test - Project Statement 6pg.docx - 6 page(s)   Preview   Delete

Note: If any files exceed the stated page limit, a warning will only appear on the Review page (at the end of the application). You will not be able to submit your application until a shorter document is uploaded.

- Click *Preview* to preview your document.
- If needed, click *Delete* and upload a new document.

Click *Save and Continue* to save your responses and advance to the next page.

Application Page: Portfolio

On the *Award Details* page, you selected the discipline for your project.

If you selected one of the disciplines listed below <u>and</u> you indicated you would upload portfolio materials, the *Portfolio* page will appear in your application. These materials aid in the evaluation of your application, regardless of award activity.

This page will not appear for other disciplines.

If your project is in one of these disciplines but this page does not appear, please return to the *Award Details* page to check which *Project Discipline* was selected, and update if needed.

Upload your files on this page. Files must be uploaded directly to the application; <u>do not include hyperlinks or direct reviewers to your website or other external websites</u>.

<u>More information</u> on file requirements. Multiple file types may be uploaded. Please do not exceed the posted limits. Please note reviewers do not have the capacity to review beyond the limits that are included <u>here</u> (up to 10 images, up to 30 minutes of audio and video files and up to 15 pages of writing samples).

Disciplines:

- Architecture
- Arts
- Culinary Arts
- Dance
- Writing (Creative Writing)

- Design
- Drama/Theater Arts
- Fashion
- Film/Cinema Studies

- Fine Arts
- Journalism
- Music

  o *Discipline*: Literature and *Specialization*: Creative Writing
    OR
    Discipline: Writing
    (Either of these may be selected.)

Click *Save and Continue* to save your responses and advance to the next page.

Application Page: Academic & Professional Information

Enter information about your academic and professional background, including your current employment, academic history, accomplishments, and previous Fulbright grant(s), if applicable.

Current Institution/Employer

- **Title**

  - Select the title closest to your current academic or professional title.

    - If there is no appropriate option after reviewing the list, select "Other" from the dropdown and enter your title in the text box that appears.

    - If you have more than one role, enter the details for your primary role and ensure your curriculum vitae/resumé presents your roles clearly.

- **Current Position Start Date**

- **Current Institution/Employer**

  - To enter your current institution/employer, begin typing its name in the text box; as you type, a list will appear. You can also search by the city (e.g., Chicago).

  - Most colleges and universities are in this list.

    ➢ If the list is long, you may see "Continued" at the bottom; click it to open a pop-up window with the full list.

    ➢ When you locate the institution, clicking its name should close the window and the name should appear in the text box.

    ➢ If your institution is not listed, check for alternate spellings (e.g., Saint Rose, St. Rose, St Rose). If it still is not found, then continue typing the full name of the institution in the text box.

  - If you are an independent scholar, artist, musician, or you are self-employed, enter "No Affiliation" here. Do not enter your name here.

  - If you have more than one employer, enter the details for your primary employer. Your curriculum vitae/resumé should present your employment history clearly.

- **School** and **Department**

  - Please spell out abbreviations. Examples: Type "School of Engineering and Applied Sciences" instead of "SEAS", "Department of Art History" instead of "Art History".

- **Current Institution/Employer Address**

  - This is your professional address and is required even if you entered "No Affiliation" in the prior section.

  - Select your current role type from the dropdown list.

  - Indicate your current career profile. Review the award for any additional qualifications.

Academic History

- Review the award for any additional qualifications regarding degree requirements.

- **Enter all degrees/academic credentials, including those in progress.**

- Click *Add Academic History* and complete the pop-up form.

  - To enter the institution name, begin typing in the text box; as you type, a list will appear. You can also search by the city (e.g., Chicago).

  - Most colleges and universities are in this list.

    ➢ If the list is long, you may see "Continued" at the bottom; click it to open a pop-up

window with the full list.

➢ When you locate the institution, clicking its name should close the window and the name should appear in the text box.

➢ If your institution is not listed, check for alternate spellings (e.g., Saint Rose, St. Rose, St Rose). If it still is not found, then continue typing the full name of the institution in the text box.

- All address fields are required (Country, Street, City, State, Postal Code). They do not populate automatically based on the institution name.

- *Level of Study* has three options: undergraduate, graduate, post-graduate.

- *Actual Name of Degree or Diploma* is the name of the degree, e.g., Master of Arts. <u>Do not enter your name here</u>.

- If your degree is in progress, list expected date of conferral for Date Degree Received.

- You MUST include any education institutions you are currently attending (even if you have not completed an educational program) and estimated date of graduation/completion (if applicable).

- Click *Save*.

Accomplishments

- Enter your five most significant professional accomplishments into the text boxes (one per box).

    - These may include honors, awards, publications, performances, exhibitions, etc.

    - 150-character limit per text box

Previous Fulbright Grants

- If you have previously been awarded a Fulbright grant, indicate the type of Fulbright.

    ➢ **Fulbright Scholar** includes Fulbright U.S. Scholar, International Education Administrator Seminar, Fulbright Arctic Program, German Studies Seminar, NEXUS, Fulbright Visiting Scholar, and New Century Scholars

    Note: Recipients of a Fulbright Scholar grant are eligible to apply for another Fulbright Scholar grant *two years after the date of completion of the previous grant*. For the 2024-25 program, this means your grant must have ended by September 15, 2021. (For Flex grants, the two-year period begins at the end of the final grant in the series.)

    ➢ **Other Fulbright grants** includes the Fulbright Student Program and Fulbright Specialist Program: The two-year waiting period does not apply to recipients of these grants.

- For each prior grant, click *Add Previous Fulbright Grants* and complete the pop-up form.

    ➢ *Grant year* corresponds to the *academic year* in which you began the Fulbright grant (e.g., if your grant dates were February 2019-June 2019, you would select 2018-2019).

- If you received a **Fulbright Scholar** grant (or more than one):

    - Select your reason(s) for applying for an additional Fulbright Scholar grant.

Applicants who have previously received Fulbright Scholar* grant(s) are asked to provide compelling justification for an additional Fulbright Scholar grant.
*This includes: Fulbright U.S. Scholar, International Education Administrator Seminar, Fulbright Arctic Program, German Studies Seminar, NEXUS, Fulbright Visiting Scholar, and New Century Scholars

Select your reasons for applying for an additional Fulbright: *
☐ I expect the outcomes of the proposed project will be similar to or greater than my prior award.
☐ It is necessary for me to be in the host-country and/or work with the host institution for the proposed award.
☐ My prior Fulbright has better prepared me to be flexible, adaptable, and culturally sensitive.
☐ My prior Fulbright Scholar grant has better prepared me professionally.
☐ The project I am proposing will have different outcomes from my previous Fulbright.
☐ The project proposed is a continuation of my prior project.
☐ The project proposed is highly relevant and important to the host country/institution.
☐ The project proposed is on an understudied topic and the additional Fulbright award would be a benefit to this important topic.
☐ The proposed project is in a different location than my previous Fulbright.

- Describe the accomplishments and contributions resulting from your earlier Fulbright Scholar grant(s), and how the proposed project will build on your previous Fulbright experience(s) in the text box. (1,000 characters including spaces and punctuation)

Employment Eligibility

Employees and their immediate families (i.e. spouses and dependent children) of the U.S. Department of State, the U.S. Agency for International Development, and of public or private organizations under contract to the U.S. Department of State and the U.S. Agency for International Development are ineligible to apply for a Fulbright grant until one year after termination of such employment.

- Indicate whether you meet this criterion. This includes:

  - An employee of the U.S. Department of State or the U.S. Agency for International Development (paid or unpaid, including part-time or temporary employees, consultants, externs, fellows and contract employees; does not include interns);

  - An employee of private and public agencies (excluding educational institutions) under contract to the U.S. Department of State to perform administrative or screening services on behalf of the Bureau of Educational and Cultural Affairs' exchange programs;

  - An officer of an organization, in the U.S. or abroad, including members of boards of trustees or similar governing bodies, or individuals otherwise associated with the organization, wherein the organization and the individuals are responsible for nominating or selecting individuals for participation in any U.S. Department of State exchange program;

  - A current board member or staff of the Institute of International Education or the Council for International Exchange of Scholars;

  - A board member or staff of a Fulbright Commission;

  - A member of the Fulbright Foreign Scholarship Board.

- If yes, indicate the country and program to which you are applying, a description of the nature of the employment, association, and/or service by you and/or a member of your

immediate family, and include the name and location of the agency, dates of employment, and name and description of the position(s) held.

Click *Save and Continue* to save your responses and advance to the next page.

Application Page: Personal Information

Enter your personal information.

Of note:

- **Name**
  - Enter your name exactly as it appears, or will appear, on your passport.
  - Preferred first/given name: Also known as a nickname, enter a preferred name only if it is DIFFERENT than your legal first name (e.g., Alex instead of Alexander).

- **Biographical information**
  - Enter your birthdate; country, state, and city of birth.
  - The demographic questions are required. The Fulbright Program is committed to diversity, equity, inclusion and accessibility as outlined in the U.S. Department of State's Bureau of Educational and Cultural Affairs' (ECA) Diversity, Equity, Inclusion and Accessibility Statement. ECA is committed to addressing barriers based on race, ethnicity, color, national origin, sex, age, disability, sexual orientation, gender identity or expression, religion, geographic location, education, income, socio-economic status, and other diversity dimensions, that may hinder inclusion in the Program. This information is collected for demographic purposes and used for reporting only:

- **Dependents**
  - If you expect dependent(s) to accompany you on the grant, add them in this section.
  - If you have applied previously and dependents are shown here, you can update their information as needed.

- **Citizenship**
  - U.S. Citizenship is required for all applicants, at the time of application.

    Note: Some awards have additional requirements regarding dual citizenship with the host country.

- **Felony/Misdemeanor/Misconduct Information**

  Applicants are required to disclose if they have ever been arrested for, indicted for, or charged with a felony or a misdemeanor (excluding minor traffic violations, juvenile convictions, or cases where the record has been sealed or expunged) or accused of misconduct (including but not limited to unethical practices, harassment, sexual harassment or abuse, or other misconduct that may have been the focus of some kind of inquiry or process). Applicants must promptly notify IIE in writing if they are arrested for, indicted for, charged with or convicted of a felony or misdemeanor (excluding minor traffic violations) after submitting the application. FFSB policies can be found **here**

(Chapter 600/Section 626 Ineligibility Factors.)

Submitted documentation will not be revealed to those reviewing your application during the Peer Review process or as a part of the host country selection process. However, statements and documents may be forwarded the Fulbright Foreign Scholarship Board for review and determination of eligibility.

Note: If you are arrested for, indicted for, charged with, or convicted of a felony or misdemeanor (excluding minor traffic violations), or accused of misconduct after the submission of this application, you must promptly inform IIE in writing (FulbrightScholarReview@iie.org).

- Have you ever been convicted of a felony or misdemeanor (excluding minor traffic violations, juvenile convictions, or cases where the record has been sealed or expunged)?

- Have you ever been arrested for, indicted for, or charged with a felony or misdemeanor and the criminal matter is still pending resolution?

- Have you been subject to any disciplinary action, or entered into a settlement, in connection with any professional misconduct, including but not limited to unethical practices, conduct, or behavior; harassment; sexual harassment or abuse; or are you currently under investigation for any such misconduct?

- Have you been asked to resign from a professional or academic appointment, or have you resigned in lieu of disciplinary action, in connection with any misconduct, including but not limited to unethical practices, conduct, or behavior; harassment; sexual harassment or abuse?

If you answer yes to any of the following, you must provide documentation:

Please upload a personal statement providing a description of the felony or misdemeanor or misconduct, including the date, the complete, factual details of the incident(s) and the circumstances surrounding the incident(s), and the outcome (including any sentence, punishment, or sanction). Your personal statement may also include comments on the impact of the incident(s) on you and/or your career.

In addition, please provide documentation which validates the outcome provided in the statement, including documentation showing the successful completion of any sentence or sanction. This documentation should include copies of disciplinary records, and all police or court documents indicating the charges, verdict and sentence. You may also include a letter from the attorney who represents you providing the same information.

Click *Save and Continue* to save your responses and advance to the next page.

Application Page: Contact Information

Enter your contact information.

Note: Some awards have additional requirements regarding residency in the host country.

- Enter your **permanent address**:
  - This is the physical address where you live.
  - Select the country where you live from the dropdown list first. Based on your country selection, the subsequent fields will change to match the address format of that country.
  - Complete the remaining address fields. Please spell out abbreviations (Street, Road, etc.). Do not use accents or special characters.
  - Postal code: For applicants in the U.S., the 9-digit zip code (zip+4) is required (use this look up tool).

- Indicate if your **current mailing address** (i.e., the address where you receive mail) is the same as the permanent address you entered above. *They do not have to be the same.*
  - No: A second address section will appear where you may enter your mailing address information and the dates of validity.
  - Yes: proceed to the next section.

- Enter your **telephone numbers** as appropriate, starting with "1".
  - If you reside outside the U.S. and have an international phone number, include the country code.
  - If you have a U.S. number and the number you entered turned red, re-enter it with a "1" at the beginning.

- The **email address** used to create your account will appear in the primary email address field and will not be editable.
  - Please provide a different Alternate/ Secondary Email address that can be used to contact you if you cannot be reached via your primary email address.

  Note: All system-generated emails, application updates, and notifications will only be sent to your primary email address.

- Enter your **emergency contact information**. The individuals you list may be contacted in the event of an emergency while you are participating in award activities.

Click *Save and Continue* to save your responses and advance to the next page.

Application Page: Signature

Carefully review this section.

Your electronic signature attests to the authenticity and accuracy of the information supplied in the application.

Certify that the information you provided in the application is true and complete by typing your full legal name in the Signature Box.

Signature

Certification
Accuracy of information contained in this application and waiver consent (required of all applicants):

By my signature below,

- I certify that to the best of my knowledge, the information provided in all parts of my application is true, accurate and complete.
- I understand that any falsification, misrepresentation, or omission may result in withdrawing of the application, or termination or revocation of any award granted.
- I understand that all Fulbright Program grants are subject to the policies of the Fulbright Foreign Scholarship Board.
- I understand that additional documentation may be requested and, if I am selected for a grant, the terms of my grant could be altered based on those materials.

If selected, I agree to allow IIE to make my name, home institution/employer, host country, and award title publicly available.*

Click *Continue* to save and advance to the next page.

Application Page: Review – and Submit!

The system reviews your application responses and indicates if any pages contain incomplete questions or if required attachments are missing.
The system does not review for content.
Review and proofread your application and supporting materials before submitting.
- If no errors appear, then your application is ready for submission.
- If any errors appear, click the section to go to the corresponding page to make corrections, then return to the *Review* page to determine if your application is ready for submission.

On the next page is an example of the *Review & Submit* page with a variety of errors.

Note: There are two types of errors:

- **Required Field or Error** (top section): these must be addressed before submitting your application. These typically refer you to the page with the error but may not identify the specific question(s) needing your attention.

- **Warning: Letter of Invitation** (lower section):
  This warning will not prevent you from submitting your application without the

invitation letter.

However, if the award you have selected requires an invitation, and it is not submitted by September 28, 2023, your application will become ineligible and will not proceed in the review and selection process.

Review & Submit

We have detected the following errors with your application.
These errors must be corrected before submission.

Section	Required Field or Error
Award Details	Missing Award Details Information
Recommendations & Language Evaluators	You must register two (2) recommenders
Language Skills	Missing Language Skills Information
Essays & Uploads	Missing Curriculum Vitae/Resume
Essays & Uploads	Missing Essay Information
Essays & Uploads	Missing Project Statement
Academic & Professional Information	Missing Academic & Professional Information
Academic & Professional Information	Missing Employer Address
Academic & Professional Information	Missing Professional Position Info
Academic & Professional Information	Please enter Previous Fulbright Grants Information
Personal Information	Missing Personal Information
Signature	Missing Signature or Other Response
Missing Language Skills Information	

We have detected the following potential problems with your application:

Section	Warning
Essays & Uploads	Missing Letter of Invitation. You may submit your application without an invitation. However, if is required by the award and not provided by September 28, 2023, your application may not proceed in the review process.

Navigation sidebar:
Home
Welcome
Program Eligibility
Program Type
Country & Award Selection
Award Details
Recommendations & Language Evaluators
Language Skills
Essays & Uploads
Academic & Professional Information
Personal Information
Contact Information
Signature
Review & Submit

Once you have made any necessary corrections, return to the *Review* page. The review will be conducted again. When all required errors have been corrected, you will be able to submit your application.

Before submitting, preview your application proof: Use this to review your application and your uploaded materials. You will not be able to edit your application after submission.

> **Preview Application Proof**
>
> Click Here To Preview Application Proof
> While we recommend that you review your application before submitting it online, please note that the proof is for your records only. You must still submit your application online. Do not send this proof by mail as your application.

Click *Submit Application.*

APPLICATION DEADLINE: September 15, 2023 (11:59 p.m. PST)

Recommendation Letter/Language Evaluation Deadline: September 18, 2023 (9:00 a.m. PST)

Invitation Letter Deadline: September 28, 2023 (11:59 p.m. PST)

Submitted! Now What?

Once you submit your application, you will land on your *Application Status* page.

This confirms your application was submitted. It also contains your application checklist, a link to your application proof, an overview of the application review process and timeline, and more.

You will also receive an email confirming your submission. Please save this email as it contains the link to your application and the review timeline.

Example *Application Status* page:

Fulbright U.S. Scholar Program 2024-2025

Thank you for submitting your Fulbright U.S. Scholar application.

You have submitted your application. In the next few minutes, you will receive an email confirming your submission. (Add Scholars@iie.org and FulbrightScholarReview@iie.org to your address book to prevent notifications from going to your junk/spam folder.)

If any materials are missing, please be sure to have them submitted by the stated deadline. The Competition Review Process and Timeline is described below.

Application PDF

This is a proof of your application and is for your records only. Do not send this proof by mail as your application.

Preview Application PDF

Need Help? Contact Us!

Click here to contact the Fulbright U.S. Scholar team if you have any questions.

Application Checklist

Status	Details	Date
❌. Awaiting	Recommendation from Language Evaluator Uno, iie Sent to recommender on 02/13/2023.	
✔. Received	Recommendation from Recommender One, iie Submitted on 02/10/2023.	02/10/2023
❌. Awaiting	Recommendation from Recommender Two, iie Sent to recommender on 03/08/2023.	
▪. Received	Bibliography	03/08/2023
▪. Received	Course Syllabi	03/08/2023
▪. Received	CV/Resume	03/08/2023
▪. Received	Project Statement	03/08/2023

To re-send notification emails to your recommenders, re-visit the recommendations page, click "Edit", and then click "Send Reminder".

Verify Address

We have your address listed as follows:

Permanent Address
1400 Lancaster Ave
Syracuse, NY 13210-1111
United States

Edit Addresses

Account Tools

- Change Email
- Change Password
- Logout

Actions (If needed)

- Check the status of your recommendations/evaluations.

- Send a reminder to a recommender/language evaluator: Click *recommendations page* to send them a reminder.

- Upload an invitation letter (through September 28, 2023).

- Save a copy of your submitted application: Click *Preview Application Proof*. This will display a PDF version of your application that you can download or print for future reference.

- Update your address (if needed).

Review Process and Notifications

Eligible, complete applications undergo peer review.

Following peer review, applicants will receive an email to view their application status on this *Status* page. After logging in to the application, a message will appear indicating a status update is available, similar to this:

We recommend adding Scholars@iie.org and FulbrightScholarReview@iie.org to your address book to prevent emails from landing in your spam/junk folder.

This timeline for the review process is also on the *Application Status* page.

Questions?

Please contact the respective U.S. Program team: https://fulbrightscholars.org/contact-us.